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ABSTRACT

Subscribing to the national CEU (Continuing Education Unit) system, the document translates the national guidelines into concrete institutional plans for the State of Illinois. It is intended for use by any organization in Illinois which offers non-credit continuing educational experiences and which is interested in awarding continuing education units for those experiences which meet the criteria and guidelines included. Topics presented are: the resolution adopting the statewide plan; the resolution regarding uses of CEU for data collection; the official definitions of the term Continuing Education Unit; criteria for awarding continuing education units; and operating guidelines. Members of the Illinois Statewide CEU Conference Planning Committee and the Illinois Statewide CEU Task Force are listed. A resolution recommending the establishment of a centralized record system concludes the document. Appended is a sample institutional request form for the awarding of the continuing education unit. (NH)

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A Suggested Illinois Statewide Plan for the Award of the Continuing Education Unit

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Prepared by the

ILLINOIS STATEWIDE CEU TASK FORCE

Study authorized and Funded by the

ILLINOIS COMMUNITY COLLEGE BOARD

and

ILLINOIS BOARD OF HIGHER EDUCATION

February 1975

PREFACE

The potential impact of the continuing education unit on adult and continuing education activities in the State of Illinois was first discussed in December, 1973, at a meeting of the Adult Education Round Table of Northern Illinois. Representative members of the Round Table then approached the Illinois Community College Board to obtain funds to support a statewide conference on CEU, to disseminate pre- and post-conference information regarding the CEU and, finally, to provide a suggested statewide plan for the award of continuing education units.

The Statewide Conference on CEU was held in Springfield on September 19 and 20, 1974, and provided Illinois institutions of higher education, State agencies, professional associations, and interested individuals with an opportunity to share information about this newly established measure of participation in continuing education.

Following this conference, a Statewide CEU Task Force Committee was charged to develop the suggested plan of implementation for the award of the continuing education unit in Illinois.

This plan subscribes to the national CEU system and translates the national guidelines into concrete institutional plans. Any organization in the State of Illinois which offers non-credit continuing educational experiences is encouraged to award continuing education units for those experiences which meet the criteria and guidelines set forth herein.

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RESOLUTION #1

WHEREAS The Illinois Statewide CEU Task Force is broadly representative of colleges and universities, statewide offices of education and potential user groups; and

WHEREAS the Task Force has intensively studied the concept and application of the CEU, first by a specially commissioned monograph, secondly by a statewide conference which brought nationally recognized CEU experts to Illinois, and thirdly by discussion and debate;

THEREFORE BE IT RESOLVED that the Task Force unanimously endorses this "Suggested Illinois Statewide Plan for the Award of the Continuing Education Unit;" and

BE IT RESOLVED FURTHER that the Illinois Community College Board commend to the institutions within the community college system and the Illinois Board of Higher Education to the systems of higher education in Illinois, the suggested statewide plan for adoption and implementation.

RESOLUTION #2: USES OF CEU FOR DATA COLLECTION

WHEREAS the Task Force recognized the primary objective of the CEU as the permanent record it establishes for individual participants in programs which fully satisfy the requirements for the award of CEU; and

WHEREAS the Task Force realized that CEU can also provide a uniform system for accumulating data by the institution or organization for purposes of program planning, development, administration, and fiscal management; and

WHEREAS the Task Force reviewed several systems now in use throughout the country (particularly in the South) in which the CEU data are accumulated to assist in management and fiscal decision making;

THEREFORE BE IT RESOLVED that the Task Force recommends that the possible utilization of these record-keeping units for administrative and funding purposes be determined by each institution within the State of Illinois according to its internal needs.

DEFINITION

One Continuing Education Unit is defined as:

> *TEN CONTACT HOURS OF PARTICIPATION IN AN ORGANIZED CONTINUING EDUCATION EXPERIENCE UNDER RESPONSIBLE SPONSORSHIP, CAPABLE DIRECTION AND QUALIFIED INSTRUCTION.*

CEU can be awarded only when an educational experience satisfies all the requirements of the above definition.

TEN CONTACT HOURS OF PARTICIPATION . . . One contact hour is generally represented by a fifty minute class. Class length varies slightly in different institutions, and these variations should be accommodated. A typical class given in two hour sessions for twelve weeks would involve 24 contact hours and would merit 2.4 CEU. The number of CEU awarded for less structured activities can be determined by judging the hours of in-class instruction which *would* be necessary to meet the same educational objectives.

IN AN ORGANIZED CONTINUING EDUCATION EXPERIENCE . . . Such an experience assumes predetermined program objectives in terms of the clientele to be served, the skill or knowledge to be gained, and the format and methodology involved. It will necessarily require interaction between administrators, educators, and representatives of the client group.

UNDER RESPONSIBLE SPONSORSHIP . . . Sponsorship will be considered "responsible" if the institution, association or organization is prepared to assume administrative responsibility for the program. Supervision must be assigned to a capable director, and a permanent record system must be maintained.

CAPABLE DIRECTION . . . Programs must be planned and developed by professional educators competent to select the appropriate educational format, appoint a qualified instructional staff, evaluate individual performance and course effectiveness, and accept responsibility for program management and administration.

QUALIFIED INSTRUCTION . . . Instructional competence may be demonstrated by recognized experience, formal qualifications, or relevant publications. Such competence will be evidenced by a command of the subject matter, an understanding of the program objectives, an ability to employ appropriate instructional methods and an obvious expertise in the communication skills required for effective teaching.

For a complete discussion of the CEU, readers may purchase *The Continuing Education Unit Criteria and Guidelines* from the National University Extension Association, One Dupont Circle, Suite 360, Washington, D.C. 20036. Single copies cost $5.00.

CRITERIA FOR AWARDING CONTINUING EDUCATION UNITS

A wide variety of institutions and organizations in Illinois are potentially capable of sponsoring continuing education programs and of awarding CEU. In order to do so, the institution or organization must meet the following administrative and program requirements.

ADMINISTRATIVE REQUIREMENTS

A program sponsor intending to award and record CEU for participation in a continuing education program must:

1. employ a competent professional staff in a recognizable educational unit through which continuing education programs can be organized, coordinated and administered;
2. assume administrative responsibility for fulfilling educational/instructional objectives and meeting program criteria;
3. assure adequate and appropriate educational/instructional facilities, library and reference materials, and relevant instructional aids and equipment;
4. develop and maintain a permanent record system such that individual records can be made available to participants on request. In jointly sponsored programs, record keeping must be delegated to a single sponsor.

PROGRAM REQUIREMENTS

CEU cannot be awarded or recorded unless the continuing education activity:

1. satisfies all aspects of the definition of the CEU;
2. is planned for a specific clientele whose representatives, when applicable, have been involved in designing the program;
3. has clearly stated educational objectives;
4. will be conducted by qualified instructional personnel;
5. specifies performance objectives before the program begins;
6. requires registration details sufficient for a permanent record of individual participation;
7. can be evaluated by procedures designed during the planning process to measure quality and effectiveness;
8. includes procedures for establishing satisfactory completion by each participant and for notifying the appropriate records office of CEU awarded.

LIMITATIONS

CEU should *not* be awarded for:

1. programs carrying academic credit
2. high school equivalency programs
3. orientation programs
4. committee activities
5. conferences and conventions
6. general broadcast TV and other public entertainment
7. work experience not included in an organized educational activity
8. independent scholarship or self-directed study which is not subject to later verification
9. membership in professional or occupational societies

OPERATING GUIDELINES

CALCULATING THE CEU

Assisted by those directly involved in the program to be offered, the director of the educational office administering the program should retain final responsibility for the number of units to be assigned. No assignment should be made until objectives, content, format, methods of instruction and program schedule have been established. Once these requirements have been met, units must be assigned before the program begins. If major changes in the program suggest necessary adjustments in the units assigned, the director or coordinator of the program should make the appropriate recommendations. Under no circumstances should CEU be awarded retroactively.

CEU should be awarded for complete instructional hours. For example, 24 contact hours, 24.50 contact hours or 24.75 contact hours should all be assigned 2.4 CEU.

In programs involving less than ten contact hours of instruction (less than one CEU) care must be taken to justify awarding any CEU. Shorter programs often do not meet all program criteria.

Contact hours should be obvious where programs involve classroom or meeting session hours. Nontraditional methods of instruction, laboratory work, clinical experience, field trips, independent study or correspondence courses must be translated into equivalent classroom hours in order to determine appropriate CEU.

Study time related to assignment preparation and meeting time devoted to announcements, reports, business and social activities should not be included in calculating CEU.

VERIFYING COMPLETION

Only satisfactory completion of the program should merit the final award of CEU. Regular attendance (not less than eighty percent of the instructional hours) should serve as a minimum requirement for satisfactory completion, but more rigorous standards may be established by the planning committee, course director or class instructor. Requirements for program completion should be verifiable for individual participants.

Permanent records should be established for each participant completing the program satisfactorily. These records should be maintained even if the participant does not anticipate a need for a record in the future.

RECORD KEEPING

To enable user groups to evaluate programs for which CEU are awarded, sponsors must establish permanent participant records which convey accurate and descriptive data. These records should be available on request of the participant and should constitute an official record of cumulative continuing education activity.

Records must contain the following information:

1. Name and address of the awarding organization or institution.
2. Name of the individual participant.
3. Social Security number of the individual participant.
4. Title of the program or activity (the title should be as descriptive as possible).
5. A brief description of the program or activity giving some indication of content, level, objectives and format.
6. Starting and ending dates of the program or activity.
7. Number of continuing education units awarded.

Additionally, records may contain:

1. Evaluation of individual performance, if available.
2. Identification of instructors.
3. Location of the program (city or facility).
4. Cooperating organization--company, agency, association, or institution.
5. Additional personal information about the participant (address, date of birth, educational background, employment status, program status, etc.).

MAINTAINING QUALITY

The criteria for awarding CEU are designed to insure consistent standards in continuing education programs. Since sponsoring groups must work closely with user groups in planning each program, subject matter and instructional techniques are subject to frequent review. Improperly designed programs and programs which do not adequately meet the needs of user groups will be displaced by programs which can fulfill the objectives of participants.

EVALUATION

Future programs cannot be up-graded unless on-going programs are subject to effective methods of evaluation. CEU are to be awarded only for activities with specified performance objectives. These objectives will of course vary, but goals need to be sufficiently concrete to enable sponsors to determine satisfactory accomplishment.

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RESOLUTION #3: CENTRALIZED CEU RECORD SYSTEM FOR ILLINOIS

WHEREAS the Task Force recognized the primary objective of the CEU as its service to the adult student; and

WHEREAS the accumulation of CEU on a record may be of major importance to current or future employers and licensing agencies;

THEREFORE BE IT RESOLVED that the Task Force of the CEU in Illinois recommends the establishment of a central data collection and retrieval system. This system would allow an accumulation of CEU for an individual student wherever he might have participated in a program, thereby allowing a transcript to be produced for his or her use. The central system would not be a regulatory or governing agency, but would exist for the sole purpose of serving the adult student participating in continuing education activities throughout the State of Illinois.

APPENDIX A
(Sample Form)

INSTITUTIONAL REQUEST TO AWARD THE CONTINUING EDUCATION UNIT

_____ (Name of Administrative Unit)

_____ (Name of College or University)

1. Activity Title _____ Dates _____

2. Format: ☐ Seminar ☐ Short Course
☐ Workshop ☐ Sequential Evening Class
☐ Institute ☐ Other _____

3. Individual Program ☐ Part of a Series ☐ _____ (IDENTIFY)

4. Activity Description:

5. Learning Objectives of the Activity:

6. Learning Level: ☐ Post Secondary ☐ Undergraduate ☐ Graduate
☐ Special ☐ Postgraduate

7. Cooperating Organization: _____

8. Primary Contact Person: _____ (NAME) _____ (ADDRESS)

_____ (TITLE) PHONE ( ) _____ (OFFICE)

( ) _____ (HOME)

9. Fee Schedule Per Participant: _____

Source of Funds: _____

10. Anticipated Number of Participants _____ Minimum _____ Maximum

11. Location of Learning Activity: _____

12. Total Contact Hours _____ Recommended CEU Units _____ (Note that ten (10) contact hours equals 1.0 CEU; round off to the lowest 10th.)

13. Criteria for Determining Satisfactory Completion in Awarding C.E.U.

14. Instructional Resources:

NAME	AFFILIATION	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

15. Academic Department Consultant (s)

_____ PHONE _____

_____ _____

16. All Requirements Have Been Met and Approval Is Hereby Recommended:

_____ DATE _____
ACTIVITY COORDINATOR

_____ DATE _____
SPONSOR'S REPRESENTATIVE

_____ DATE _____
FOR THE INSTRUCTIONAL STAFF

17. Approval Granted for _____CEU

18. _____ _____
(HEAD OF ADULT EDUCATION ADMINISTRATIVE UNIT) (DATE)

_____ _____
(OTHER CENTRAL ADMINISTRATOR) (DATE)

NOTE: ACTIVITY COORDINATOR: PLEASE COMPLETE ORIGINAL AND ONE COPY OF THIS FORM, SECURE SIGNATURES REQUESTED UNDER ITEM 16 AND RETURN BOTH TO THE ADULT EDUCATION ADMINISTRATIVE UNIT FOR PROCESSING.

18. Reviewed by the Administrative Unit's Continuing Education Unit Committee:

_____ DATE: _____